

**CONFIDENTIAL**

Approved For Release 2002/10/10 : CIA-RDP83-00036R001100010024-2

JAN 31 1951

MEMORANDUM FOR: Asst. Director for Special Operations  
Asst. Director for Policy Coordination ✓  
Asst. Director for Intelligence Coordination  
Asst. Director for National Estimates  
Asst. Director for Research and Reports  
Asst. Director for Collection and Dissemination  
Asst. Director for Scientific Intelligence  
Asst. Director for Current Intelligence

SUBJECT : Inter-Office Correspondence

STATSPEC 1. In the past, the Office of Operations has authorized its three Divisions, [redacted] Contact Division and Foreign Documents Division to correspond directly with Divisions of other Offices on such matters as requirements, operational cases, preliminary coordination and pre-publication dissemination of urgent collection items. Direct correspondence between other Assistant Directors and the Divisions has not been authorized. Any matter involving policy or financial commitments, must go through this Office for signature by the AD or the DAD to the Assistant Director concerned.

2. The above procedure not only reduces the workload of the Office of the Assistant Director concerned but also reduces the time in transit of correspondence by as much as one and sometimes two days.

3. In view of recent personnel and functional changes within CIA, your comments on paragraph 1 above are requested insofar as it relates to correspondence between your Office and the Office of Operations.

[redacted]  
GEORGE G. CAREY

Assistant Director for Operations

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Encl. #1

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